



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS
Regular Meeting Minutes
Thursday, November 10, 2016
4:00 p.m. City Hall, Room 203

I. CALL TO ORDER

The meeting was called to order by Commissioner David Wendtland at 4:04 p.m.

Also present: Commissioner Kevin Huss, Kristen N. Wade, Human Resources Director, and Dwana Thompson, Affirmative Action/Risk Manager.

II. MINUTES

Motion was made by Commissioner Huss and seconded by Commissioner Wendtland to approve the regular minutes of the October 20, 2016 meeting.

Motion Carried.

III. ACTION AGENDA

- A. Approve the job description for the new position of Technology Support Specialist. Dwana Thompson indicated that the Database Administrator will remain unfilled at this time. Commissioner Wendtland expressed concern with including Internet reimbursement, Cell phone reimbursement, Travel reimbursement, Paid training & certification, In-house gym, Flexible Schedule. Ms. Thompson will remove this from the job description.

Motion was made by Commissioner Huss and seconded by Commissioner Wendtland to approve the new position of Technology Support Specialist with the reimbursement language removed.

Motion Carried.

- B. Approve the revised job description for the City Manager. Commissioner Wendtland questioned, with reference to paragraph 12, whether the City Manager “appoints members to various committees, boards, authorities, and commissions” or whether it should indicate “recommends appointments”. Also, Commissioner Wendtland asked if there should be mention of the City Manager being responsible for recommending the salary schedules to the City Commissioners as well as the negotiation of contracts for the represented employees. Dwana Thompson will get clarification and bring the City Manager job description back to the next meeting.
- C. Approve the revised job description for the Administrative Assistant, and the new job description for the Administrative Assistant/Event Coordinator position. Commissioner Wendtland requested that the Administrative Assistant/Event Coordinator position be posted.

Motion was made by Commissioner Huss and seconded by Commissioner Wendtland to approve the revised job description for the Administrative Assistant, the new job description for the Administrative Assistant/Event Coordinator and post the Administrative Assistant/Event Coordinator position.

Motion Carried.

IV. OLD BUSINESS

None

V. OTHER BUSINESS

Commissioner Wendtland passed out the Charter Amendment: Revision to Civil Service System letter from Attorney John Schrier for informational purposes.

VI. ADJOURNMENT

Moved by Commissioner Huss, seconded by Commissioner Wendtland, to adjourn.

Meeting adjourned at 4:24 p.m.